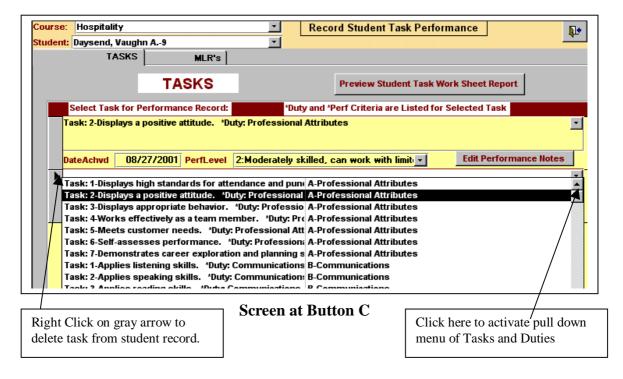
## Student Information System (SIS) – Instructor Help Manual

## **Edit Student Performance - Button C**

- ♦ Select Student.
- ♦ There are 2 Tabs near the top of the screen Tasks and MLRs. Click on the Tab you want.
- ◆ Tasks (or MLRs) that already have a performance level recorded (for student selected) will appear.

Note: You can either edit the performance rating already assigned to a task for a student or you can reselect the task and assign a different rating for the same task. Both ratings will have the date data was entered. If you want to keep this kind of record, both ratings will show up on a student task report for that student. If you only want to keep a record of the latest performance rating, then edit existing task date rather than reselecting the task.

- ◆ To record performance on a new task, click the grey arrow at the right side of the first empty record. A list of Duties and Tasks will appear. The list is sorted by Duty area → scroll and select the task for which you want to record performance.
- ♦ DateAchvd fills automatically with today's date. To change it, highlight it and type in the date you want. You can copy and paste the date into subsequent records.



♦ To add/edit or delete tasks and MLR that have a performance level assigned from the Selected Student's record: Right Click gray arrow at leftside of the task you want to delete, select cut and when prompt comes "Are you Sure?" click yes.